



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: Integration Manager

Position Number: 12192

Position Grade: GS-14

Salary Range: \$103,690 – \$159,286 (not applicable for detailees)

Vacancy Open Period: 8/11/2021 – 8/26/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates

Division: NCTC/EXDIR

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position and one grade below.

Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

- For a cadre assignment:
 - Current ODNI permanent cadre.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.



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Component Mission

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

Major Duties and Responsibilities (MDRs)

Coordinate, approve and track all HR related actions from across NCTC; Liaison with Human Resources to ensure NCTC's actions are processed in a timely manner. Provide advice and guidance to NCTC Chiefs of Staff, senior leadership, and the workforce on HR related policies and procedures. Respond to corporate data calls and advocate for NCTC's best interests.

Manage the twice annual GS-11 and below non-competitive promotion boards; sending guidance to and communicating with eligible NCTC officers, supervisors and chiefs of staff on the promotion process; setting dates for ePER completion and sub panels and submitting final promotion recommendation memos to HR.

Actively manage billet and FTE alignment across the center; provide senior NCTC management with detailed reporting on FTE burn rates, cadre and detailee staffing numbers; highlight trends and interpret personnel related data for management review and decisions, and in support of strategic workforce planning. Support the NCTC Internal Staffing and Reintegration Board.

Lead the annual entry level ODNI Onboarding Program recruitment event; Coordinate with HR and senior leaders across the ODNI to gather their staffing recruitments, coordinate vacancy announcements and the use of various tools for gathering resumes, cover letters and scheduling interviews; Enter all selections into the HR systems and ensure all offers are extended; tracking candidates from offer to EOD.

Program lead for the NCTC Internal Staffing and Reintegration Board; track all cadre out on detail and coordinate regular reintegration board meetings.

Lead and oversee NCTC's use of Flexible Workplace Agreements (FWAs) pursuant to ODNI policy and NCTC guidance. Track all NCTC FWAs and supporting projects and/or training; provide approved FWAs to ODNI/HR; provide reporting to NCTC senior management regarding use NCTC use of FWAs; continue to evolve NCTC implementation guidance and business process as ODNI policy evolves and changes; provide guidance to the workforce regarding the same.

Lead and oversee the planning, management and coordination of multiple substantive, sensitive projects for Senior Executives by reviewing, researching, writing/editing, coordinating and collaborating on time-sensitive information, correspondence, papers, policy and briefing materials in response to taskings and action items from internal and external sources.

Oversee, lead and serve as the representative of collaboration tools and policies.



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Mandatory and Educational Requirements

Expert oral and written communication skills to communicate effectively with key stakeholders throughout the IC and the US Government.

Superior critical thinking and problem solving skills, including the superior ability to interpret complex information from multiple sources

Superior research, planning and organizational skills to manage changing and competing priorities under strict timelines while maintaining a high level of attention to detail.

Superior ability to work effectively with ODNI leaders in a highly active, fast-paced, and demanding organization.

Expert ability to direct taskings and coordinate responses.

Knowledge of ODNI Human Resources systems, procedures, policies, and processes.

Superior ability to design and implement integration strategies for IC initiatives and programs, including the superior ability to manage human, financial, and information resources.

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-HR-HRM-TEAMC-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system).

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.



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Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3955.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3955; Email: Recruitment_TeamC@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**